



# TOWN OF ANDOVER MASSACHUSETTS

Town Offices  
36 Bartlet Street  
Andover, MA 01810  
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## Special Temporary Sign Permit for Real Estate Signs and Portable or Removable Signs Town of Andover Zoning By-Law § 5.2.7.3.a and .b

Date: \_\_\_\_\_

Address of Sign Location: \_\_\_\_\_

Name of Firm or Individual Applying: \_\_\_\_\_

Billing Address: \_\_\_\_\_

IN COLUMNS BELOW DESCRIBE EACH SIGN

Sign No.	Height and Width (Including Frame)	Type*	Purpose (event, performance, RE, etc.)	Specific Location (if applicable)	Date(s)	Anchor Method

\*In the shape of an A, H, I, T, RE, Other

By signing and submitting the application the applicant attests to the following:

1. The property owner or management company is in compliance with their current lease agreement in regard to the permissibility of a portable or removable sign.
2. The applicant is responsible to research and verify right of way information to ensure that the proposed location of the sign does not obstruct pedestrian movement on a public or private walkway.
3. The size of the sign complies with the Zoning Bylaw.
4. The sign is an on-site sign that may be authorized for up to one (1) year used to announce a public, private, or non-profit event, performance, happening, occasion, directions, RE, etc.
5. The portable sign must be removed at the close of each business day and at the expiration of the permit.
6. The maximum area for a portable or removable sign shall not exceed six (6) square feet on each side, and a maximum height of four (4) feet above the ground. The special permit may impose limiting conditions, including among other matters the number allowed at each business property location.
7. R.E. signs in residential districts are not to exceed eight (8) square feet and in other zones not to exceed 25 square feet.

Special Temporary Sign Permit Fees and Costs:

1. Permits will be issued on an annual basis: \$25.00

Penalties and Fees:

1. First time non-compliance: Warning and removal of sign
2. Second time non-compliance: \$150.00 and removal of sign
3. Third time non-compliance: \$300.00 and removal of sign

I hereby certify that the date submitted on or with this application is true and correct:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Telephone Number (local contact)

Approved: Y or N	Date:	By:	Fee:	Exp.:
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